Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

BEST COPY

AVAILABLE

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

270363

27 March 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : SSD Index System Conversion Project

REFERENCES : A. Memo to D/S from C/ASPS, same Subj., dated 25 January 1963

B. Memo to C/ASPS from D/S, same Subj., dated 31 January 1963

1. This is to request your approval of the SSD Index Conversion Project as outlined in Ref A and concurred in by the Director of Security (Ref B).

2. The Project will be undertaken by this Staff contingent upon the satisfactory completion of a pilot operation now underway and your approval of the implementation plan as outlined below.

a. Personnel

A working force of thirty (30) persons in grades 3-5 will be required for a nine month period commencing 1 June 1963 to perform the conversion of approximately 1.7 million cards. Of the work force of 30 clerical personnel (clerk-typists and qualified typists excluded), 18 will be card punch and verifier machine operators, and 12 will be index card editors. These personnel will be assigned to this special project from the clerical pool while in provisional clearance status. As full clearances are received on these individuals, they will be returned to the Clerical Assignment Branch/RSB for appropriate Agency staff assignments and will be replaced from the clerical pool by other provisionally cleared personnel. All personnel assigned to the Project will receive the necessary training by the ASPS in-house

DOC 1 REV DATE 31/07/81 BY 018995
ORIG COMP OPI 31 TYPE 01
ORIG CLASS S PAGES 4 REV CLASS U
JUST 2D NEXT REV 2011 AUTH: HR 70-2

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

SUBJECT: SRD Index System Conversion Project

and at local facilities (IBM Education Center on an ad hoc basis) under the direct supervision of this Staff for the duration of the Project. Toward the final phases of the Project when the classified portions of the index system are ready for inclusion in the conversion, ADPS will specifically identify the minimum number of cleared personnel required to complete the Project. A decision will be made at that time regarding relative priorities for the assignment of available cleared personnel to this Project.

b. Funding

Personnel Services----------$90,000
30 x $4,000 (average) for 9 mos.

Machine Rentals----------$ 8,000
12 - 024 Punches
6 - 056 Verifiers } 9 mos.
1 - 548 Interpreter

Equipment/Supplies----------$ 5,000
Cards, trays, and holders

The ADPS has funds available in FY-63 to cover the above cost. However, since the funds to cover the personal services may not be carried forward into FY-64, this Staff would transfer $90,000 to the Office of Personnel to provide for new and unplanned requirements related to recruitment activity.

c. Space/Logistics

Approximately 1600 sq. ft. of Headquarters space near the SRD would be desirable. However, arrangements would be made for special courier service if this Project were located in the downtown area. The Logistics Services Division is aware of the space requirement and will make every effort to locate the necessary space based on the relative priority given this Project.

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

SUBJECT: SRD Index System Conversion Project

Electrical wiring in the space would have to be modified to provide about 6 lines based on an average of 3 amps per machine.

The card punch and verifiers weigh approximately 250 lbs. each; the interpreter, 775 lbs. Hence, consideration of weight distribution of this equipment might be a critical point in locating this Project.

d. Security Considerations

The punching of the overt cards may be done by provisionally cleared employees. However, conversion of the smaller holdings of overt files in SRD will be accomplished by fully cleared personnel only.

e. Termination Procedures

At the conclusion of this Project on or about 31 March 1964, detailed personnel will be returned to Clerical Assignment Branch for appropriate staff assignment.

3. With your approval and establishment of a priority for this Project, the mechanisms outlined above will be implemented forthwith in an effort to accomplish this task with economy, efficiency, dispatch, and a minimum of disruption to clerical personnel assignments.

4. It is therefore recommended that you approve the conversion plan as outlined above.

[redacted]

25X1A9a

Chief
CIA Automatic Data Processing Staff

See page 4 for concurrences and approval

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6

SUBJECT: SSD Index System Conversion Project

CONCURRENCE: /s/ Emmett D. Echols
Director of Personnel
DATE: 5 APR 1963

CONCURRENCE: (Sig[illegible]-field Edwards
Director of Security
DATE: 4 APR 1963

APPROVED: /s/
Deputy Director (Support)
DATE: 12 APR 63

Distribution:
Orig. - C/ARPS
2 - SSD/S
1 - D/Pers
1 - D/S
1 - D/L
1 - Comptroller

MAR 2 3 00 PM '63

4

0-0012

Approved For Release 2001/03/30 : CIA-RDP78-04007A000800070001-6